

What is claimed is:

1. A system for tracking receipt and internal movement resulting in a delivery or other final disposition status of items such as packages within an organization, wherein each item is sent by a sender and received from a carrier to be delivered to a recipient, said system comprising:

- a) a portable data terminal programmed to:
- (i) record information regarding the receipt of the item, and
 - (ii) record information regarding the internal movement of the item wherein the receipt information and the internal movement information are recorded with a data collection format; and
- b) a base station capable of communicating with the portable data terminal for uploading electronic files thereto in order to modify the data collection format.

2. The system of claim 1, wherein the system is configurable so as to allow a user to use the base station to modify the data collection format according to the user's needs.

3. The system of claim 1, further comprising a data processing unit capable of communicating with the portable data terminal, wherein the data processing unit is programmed to

- (a) maintain a database of records relating to the received items, each of said records identifying an internal delivery address and internal movement

- status for a corresponding one of said received items;
- (b) maintain a database of recipient names; and
 - (c) generate a manifest of selected ones of said received items.
4. The system of claim 3, wherein the data processing unit is further programmed to maintain a database of sender names, and carrier names related to said received items.
5. The system of claim 3, wherein the data processing unit is further programmed to provide status information related to said received items through searches, displays, lists, reports and other query and reporting elements.
6. The system of claim 1, wherein the portable data terminal is further programmed to associate the receipt of items with the recipients, the senders and the carriers.
7. The system of claim 1, wherein the portable data terminal comprises:
- (a) a display device to display information regarding the receipt and the internal movement of items;
 - (b) an inputting device to input information regarding the receipt and the internal movement of items; and
 - (c) a communication device to communicate with the base station.
8. The system of claim 7, wherein the received items contain a barcode to identify the items and the inputting device includes a barcode reader to read the barcode.

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9. The system of claim 7, wherein the information displayed on the display device includes a popup list having entry items in order for a user to enter into the portable data terminal information regarding the receipt and the internal movement of an item by selecting the entry item from the popup list.
10. The system of claim 7, wherein the display device displays a plurality of entry fields to allow a user to enter into the portable data terminal information regarding the receipt and the internal movement of an item through the entry fields.
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11. The system of claim 1, further comprising a communication medium so as to allow the portable data terminal to communicate with the base station via the communication medium.
12. The system of claim 13, further comprising a connection cradle so as to allow the portable data terminal to communicate with the data processing unit via the connection cradle.
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13. A portable data terminal for tracking receipt and internal movement resulting in a delivery or other final disposition/status of items such as packages within an organization, said data terminal comprising:
- (a) a display device to display information regarding the receipt and the internal movement of items; and
 - (b) an inputting device to input information regarding the receipt and the internal movement of items;
- wherein said data terminal is programmed to:

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(c) record information regarding the receipt and the internal movement of items, and wherein the information regarding the receipt and the internal movement of items is inputted with a data collection format which can be created and/or modified by a user according to the user's needs.

14. The portable data terminal of claim 13, further comprising a communication device so as to allow the portable data terminal to communicate with an external device for exchanging electronic files.

15. The portable data terminal of claim 14, wherein the external device is configurable so as to allow the user to create or modify the data collection format at the external device and to upload electronic files therefrom to the portable data terminal in order to modify the data collection format.

16. The portable data terminal of claim 14, wherein the external device is programmed to:

(a) receive information regarding the receipt and the internal movement of the items from the portable data terminal;

(b) maintain a database of records related to the received items, each of said records identifying an internal delivery address and internal movement status for a corresponding one of said received items; and

(c) generate a manifest of selected ones of said received items.

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17. The portable data terminal of claim 13, wherein the received items include a barcode for identifying the items and wherein the inputting device includes a barcode reader to read the barcode.

18. The portable data terminal of claim 13, wherein the information displayed on the display device includes a popup list having entry items in order for the user to enter into the portable data terminal information regarding the receipt and the internal movement of an item by selecting the entry item from the popup list.
19. The portable data terminal of claim 13, wherein the display device displays at least one entry field in order to allow the user to enter into the portable data terminal information regarding the receipt and the internal movement of an item through the entry field.
20. The portable data terminal of claim 17, wherein the data collection format includes a selection of entry items and the entry items include the barcode, the carrier, the sender, and the recipient and wherein the selection of entry items is carried out by the user according to the user's needs.
21. The portable data terminal of claim 20, wherein the entry items further include a PO number of the recipient, a package ID and an internal delivery address of the received item.
22. A method for tracking receipt and internal movement resulting in a delivery or other final disposition status of an item within an organization, wherein the item is sent by a sender and received by a carrier to be delivered to a recipient, said method comprising the steps of:
- (a) recording information regarding the receipt of the item, and
 - (b) recording information regarding the internal movement of the item;

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wherein the receipt information and the internal movement information are recorded with a data collection format which is upgradable in order to allow the user to change the data format according to the user's.

23. The method of claim 22, wherein

- (a) the items include a barcode or a tracking number to identifying the items;
- (b) the data collection format includes a selection of entry items and wherein the entry items include the barcode, the carrier, the sender, and the recipient; and
- (c) the selection of entry items is carried out by the user according to the user's needs.

24. The method of claim 23, wherein the entry items further include a PO number of the recipient, a package ID and an internal delivery address of the received item.